

Guide 2015



Middlebury Italian School
at Mills College in Oakland, California

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INTRODUCTION

Thank you for choosing to study with the Middlebury Italian School at Mills College. We have designed this brief Italian School Guide as a supplement for the official Middlebury College [Language Schools Handbook](#) and the Middlebury at Mills arrival packets. We hope that the information in these pages proves useful during your stay with us on the Mills College campus.

The Middlebury Italian School administration constantly strives to refine and improve our programs, year after year. As part of our commitment to ongoing improvement, we hold weekly meetings with elected student representatives. In addition, I, and all members of the Italian School administrative staff, have an “open door” policy and we welcome constructive input from students and faculty.

Auguro una proficua estate a tutti.

- Antonio C. Vitti
Middlebury Italian School Director

ITALIAN CAMPUS MAP



ITALIAN SCHOOL OFFICES & FRONT DESK

The Italian School offices are located on the first floor of Orchard Meadow Hall (OM) and the front desk is in OM 193.

The Italian School's administrative staff is dedicated to helping students and faculty make the most out of their Middlebury Language Schools experience. During the course of the summer, our staff will do their best to ensure that your stay is as educational and pleasant as possible.

An essential part of the Italian School office mission is communicating with students and faculty. To that end, the administrative staff often sends announcements via E-mail and adds daily updates the school website, **scuolaitalianamiddlebury.com**. The website contains links to weekly event schedules, the school newspaper, photos, and other useful information.

In the interest of efficiency, **ALL** visitors to the Italian School offices are asked to first check-in with the assistant at the front desk. If the assistant on duty is unable to resolve your question or concern, he or she will start a Help Ticket, and/or give you further instructions.

Regular hours of operation for the Italian School front desk are Monday through Friday, 9am to 5pm, with the exception of the school lunch hour (12pm to 1:15pm). The Italian School offices and front desk are closed on Saturdays and Sundays.

Please note that regular office and front desk hours end at 5pm on Friday, July 31st. An E-mail update will be provided at the end of the summer session detailing specifics for the last week of school.



ITALIAN SCHOOL ADMINISTRATIVE DIRECTORY

All members of the Italian School administration have an “open door policy”. To speak with a specific staff member, please contact him or her directly, or drop by the front desk to schedule an appointment.

Professor Antonio C. Vitti, Director

Office Hours: 1:30pm to 5pm, Monday through Friday (*with exception of weekly Middlebury directors’ meetings and other official obligations*)

Contact E-mail: acvitti@middlebury.edu

Primary Responsibilities:

- ✓ Oversees all academic and operational aspects of the Italian School
- ✓ Academic advising for students of all levels
- ✓ Supervises DML studies within the Italian School
- ✓ Plans weekly calendar of events
- ✓ Helps promote and publicize school policies and events
- ✓ Organizes school field trips
- ✓ Helps set-up, execute and break-down select school events
- ✓ Resolves questions and concerns of students and faculty

Professor Antonio Nicaso, Associate Director

Office Hours: TBA

Contact E-mail: anicaso@middlebury.edu

Office Phone: 510.430.2114

Primary Responsibilities:

- ✓ Helps the director with academic advising
- ✓ Helps the director resolve questions and concerns of students and faculty
- ✓ Helps promote and publicize school policies and events
- ✓ Helps plan, set-up, execute and break-down select school events
- ✓ Co-organizer of Alcatraz field trip

Kara Gennarelli, Coordinator

Please note that Kara works on the Middlebury campus in Vermont

Office Hours: 6am to 2pm (Pacific Time), Monday through Friday

Contact E-Mail: kgennare@middlebury.edu

Office Phone: 802.443.5727

Primary Responsibilities (as regards the summer at Mills College):

- ✓ Administers operations of Italian School during the academic year
- ✓ Assists the director in the running of the Italian School
- ✓ Italian School liaison between the main campus in Middlebury, Vermont and the Mills campus in Oakland, California
- ✓ Provides information about financial aid or billing
- ✓ Provides information about applications and admissions for 2016

Giuseppe Tamagni, Assistant to the Director

Office Hours: generally 9am to 5pm, Monday through Friday (with the exception of lunch and out of office assignments)

Contact E-mail: jtamagni@middlebury.edu

Office Phone: 510.430.2107

Primary Responsibilities:

- ✓ Italian School liaison to the Middlebury at Mills administration, Mills College departments/contractors (i.e. Housing, Security, Dining Services, Bookstore etc.), the offices and bilinguals of the Middlebury Arabic and Korean Schools, the Italian School Coordinator, Language Schools administration at Sunderland and services provided by Middlebury College in Vermont (i.e. Computer Help Desk, Human Resources, Italian School archives in the Davis Family Library Special Collections, etc.)
- ✓ Modification of existing classroom or housing assignments at Mills and reservation requests for Mills College
- ✓ Assistance to V.I.P. guests as requested by the director
- ✓ Organization and supervision of undergrad and graduate arrival days
- ✓ Proofreading, correspondence and phone calls in English on behalf of other administrative staff
- ✓ Helps plan, set-up, execute and break-down select school events
- ✓ Works on special projects as requested by the Italian School director
- ✓ Helps resolve questions and concerns of students and faculty **AFTER** all other office staff options have been exhausted

Antonino Riggio, Chief Bilingual Assistant

Office Hours: TBA

Contact E-mail: ariggio@middlebury.edu

Office Phone: 510.430.2169

Primary Responsibilities:

- ✓ Updates and maintains the Italian School website(s)
- ✓ Designs, posts, and updates the weekly schedule of activities
- ✓ Graphic design for select event programs
- ✓ Audio-visual and tech support for Italian School events
- ✓ Co-organizer of the winery and opera field trips
- ✓ Helps plan, set-up, execute and break-down select school events

Salvatore Gallo, Bilingual Assistant

Office Hours: TBA

Contact E-mail: sgallo@middlebury.edu

Office Phone: 510.430.2116

Primary Responsibilities:

- ✓ Editor of “Il Giornalino”, the official Italian School newsletter
- ✓ Solicits, organizes, and archives all photos for use in official school communications
- ✓ Limited audio-visual and tech support for Italian School events
- ✓ Helps plan, set-up, execute and break-down select school events
- ✓ Graphic design for select event programs

Joseph Di Rezze, Linguistic Assistant

Office Hours: TBA

Contact E-mail: jdirezze@middlebury.edu

Office Phone: 510.430.2283

Primary Responsibilities:

- ✓ Special projects assistant
- ✓ Limited audio-visual support for Italian School events
- ✓ Limited technical support for Italian School performing arts events
- ✓ Helps plan, set-up, execute and break-down select school events

Alexis Segel, Linguistic Assistant

Office Hours: 9am to 5pm, Monday through Friday (*with the exception of lunch*)

Contact E-mail: asegel@middlebury.edu

Office Phone: 510.430.2283

Primary Responsibilities:

- ✓ “Customer service” at the front desk
- ✓ Go-to guide for questions regarding the Mills campus or the Bay Area
- ✓ Assistant liaison to Mills College departments/contractors
- ✓ Submits maintenance work orders to Mills College
- ✓ Helps plan, set-up, execute and break-down select school events
- ✓ Limited technical support for Italian School performing arts events

SCHOOL COMMUNICATIONS

The Italian School administration uses the school website (scuolaitalianamiddlebury.com) and E-mail to communicate frequently with students and faculty.

Our weekly calendar of events (a.k.a. “*il programma settimanale*”) is available online at the school website. Please check it regularly to ensure that you have the most up-to-date schedule information.

ALL Italian School students and faculty are required to activate their Middlebury E-mail account and check it on a daily basis. If you have not yet activated your Middlebury account, please visit go.middlebury.edu/activate and follow the online instructions. If you would like to forward your Middlebury E-mail to another account, please visit go.middlebury.edu/forward.

In addition, the Italian School newspaper *Il Giornalino* is published weekly on the school website. Students of all levels and abilities are encouraged to submit articles, photos, poems, essays, short stories, and more. Please contact the editor Salvatore Gallo (sgallo@middlebury.edu) for more information.





CAMPUS LIFE FAQ

Who do I call in the event of a serious medical emergency?

In situations perceived as serious medical emergencies, call 911 for police and paramedics. Also call the Mills College Department of Public Safety. Public Safety can be reached 24/7 at x5555 (510-430-5555 from a cell). Please also notify Professor Vitti as soon as possible. If an emergency occurs outside of office hours, please ask Public Safety to inform Professor Vitti.

Is there a pharmacy on campus?

No, but some basic first aid and personal hygiene items can be purchased at the campus bookstore.

There is also a Walgreens located about a half mile away from campus. If you decide to go, exercise some common sense (i.e. walk in daylight, let someone know you're leaving campus and when you plan to return, bring a friend, keep some extra change in your pocket, etc.).

How can I travel to other parts of Oakland or San Francisco?

There is a free shuttle service that operates between the Mills campus and the [BART](#) station at Rockridge. The 2015 shuttle schedule is available on the Italian School website (scuolaitalianamiddlebury.com) and in your Mills arrival packet.

There is also a public bus stop just outside the main campus gate. In the past, students of other Language Schools have made very effective use of the public buses, often in conjunction with the purchase of a Clipper Card (click [here](#) for more information).

A map of the San Francisco Bay Area should be posted near Italian School offices. You can also swing by the front desk and ask to speak with Alexis, a staff member who has lived in the Bay Area for several years.

Please remember that permission from Professor Vitti is required before leaving campus for trips expected to last more than three hours. Likewise, you are expected to keep the Language Pledge when you travel beyond the gates of Mills.

Is there a vacuum I can borrow in Orchard Meadow Hall?

Yes, you can sign it out at the front desk. Out of courtesy to your fellow OM residents, please empty it after you are finished and try to return it within one hour.

Can I use the kitchen on the bottom floor of Orchard Meadow?

Yes. Please be sure to clean up after yourself and respect the rights of your fellow residents. If you decide to also use the kitchen's refrigerator, please label your food.

Does the school office provide sheets, towels, blankets or reading lights to students?

No.

Where can I find more paper towels or toilette paper if there are none in the lavatory?

Tell the assistant on duty at the Italian School front desk. If the custodian has already left for the day, the office should be able to provide an extra roll of towels or toilette paper.

Where can I sign out keys to a tennis court?

The assistant on duty at the front desk will have the sign-out sheet and keys. Since our school only has two keys, please remember to return your key when your game is over.

Is there any place in Orchard Meadow Hall where I can print?

Yes, there is a computer and local printer in Sala Matilde di Canossa, an open room off of the main OM lounge (to the right of the stairs on the first floor). Please

remember to bring a USB or other device to print, as the computer does not have an Internet connection.

Where can I find a computer with an Internet connection that I can use?

Mills College has provided the Italian School with a dedicated computer lab in Stern 10. The lab is open to Italian students and faculty 24 hours a day, but you will need your Middlebury at Mills ID to open the door. If, by chance, you visit the lab on a weekday, between the hours of 8am and noon, you may find the lab occasionally occupied by a class. If this is the case, you may enter to print your assignment, but please be respectful of the class and do your best not to create a disturbance.

Where is a good spot to hang out with other members of the Italian school?

Relaxing “Piazza Garibaldi” is conveniently located behind Orchard Meadow. Here you can study or chat with other Italian speakers on the sunny shores of the piazza’s fish pond. As Piazza Garibaldi is located in a public space, please be respectful of our Arabic speaking neighbors.

2015 ITALIAN SCHOOL DINING INFORMATION

All meals are in Founders Dining Hall.

Breakfast is served Monday through Friday, from 7am to 9am. Italian School lunch is 12pm to 1:15pm and dinner is 6pm to 7:15pm.

On Saturdays and Sundays, brunch is served from 8am to 1pm and Italian School dinner is from 6pm to 7:15pm.

All Italian School students and faculty are kindly reminded to please **exit the dining hall promptly at the end of all meals**. Your cooperation is greatly appreciated by the dining hall staff and the school(s) that eat after ours.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are a fundamental part of any Middlebury Language Schools experience. This summer’s tentative list of activities includes:

- bocce
- chorus
- concerts
- cooking lessons
- creative writing workshop(s) with writer Giuseppe Catozzella

- “*festa di Carnevale*”
- field trips (winery tour, night at the opera, San Francisco’s Little Italy, San Francisco’s Mission District, Alcatraz, etc.)
- film screenings
- gardening
- “*Incontro con Nicola Grattieri*”
- “Italian History through Songs”
- lecture series
- *Il Giornalino* (our school newspaper)
- Sicilian puppetry show and workshops with Mimmo & Giacomo Cuticchio
- soccer
- tennis
- theatre workshops
- volleyball
- workshop(s) on Italian gestures with artist in residence Luca Vullo
- yoga

All co-curricular activity participants, including staff and faculty, are required to sign an activity **release form prior to participation** in any non-academic activity (i.e. sports, field trips, cooking activities, etc.). See your activity advisor, coach or group leader to sign the proper release form.



Please also note the following changes to last year’s field trip policy:

- Sign-up deadlines must be respected (no exceptions for faculty).
- Speak with an administrative trip leader **in person** to ensure that your name and payment are recorded on the official participant roster. The trip leader(s) will vary according to the trip.
- **Payment is due in full at the time of sign-up.** Individual payment is not a fundraiser; **it is a reimbursement of funds already paid** to secure a school reservation.

- While the Italian School cannot give refunds, if you need to withdraw from a field trip, it is your responsibility to find a replacement willing to reimburse you. Likewise, to avoid confusion, it is your responsibility to accompany your replacement to the school office and let a trip leader know of the substitution.

LIBRARY RESOURCES

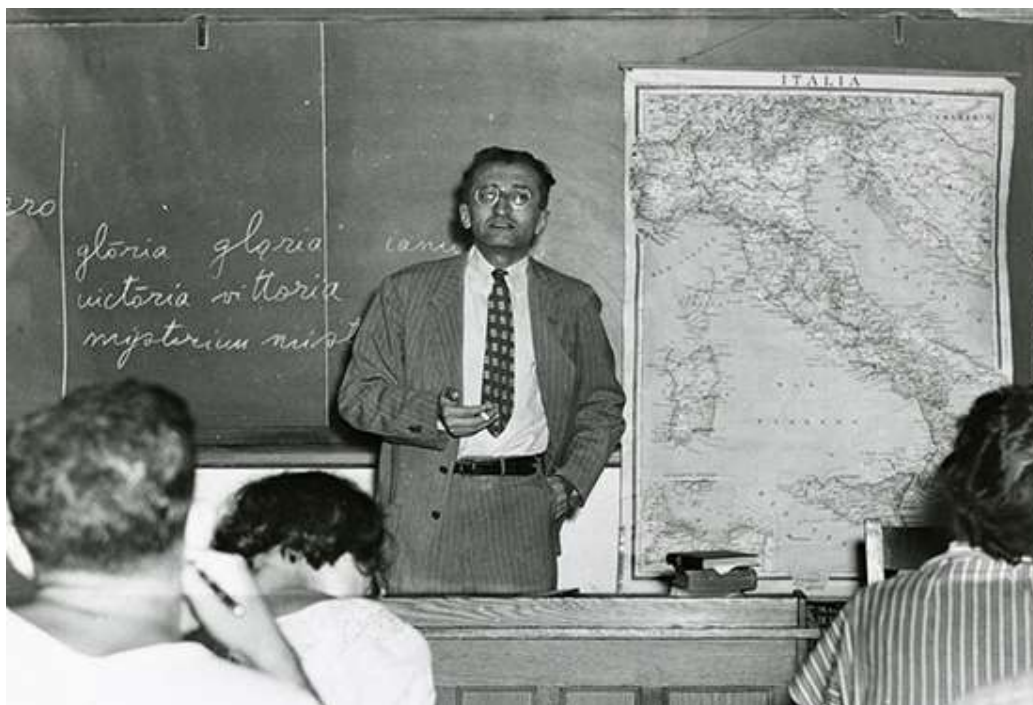
MILLS COLLEGE LIBRARY SUMMER HOURS 2015*	
Monday through Thursday	1:00pm to 11:30 pm
Friday	1:00pm to 11:00pm
Saturday	12 noon to 11:00pm
Sunday	2:00pm to midnight

*Effective June 27, 2015.

When planning your activities in the Mills College library, please keep in mind that **reference librarians will NOT be on duty after 7pm.**

Be sure to attend the library resources orientation(s) given by Joy Pile, Reference and Instruction Librarian for Foreign Languages and Music from Middlebury College's Davis Family Library. Joy will be on the Mills campus for a limited time at the beginning of the summer session. For additional information regarding library resources available to students of the Italian School, please visit the [Middlebury at Mills Information Gateway](#).

In addition to the resources provided by the Middlebury and Mills libraries, the Library of the University of California Berkeley has graciously agreed to renew last summer's collaboration. In order to request permission to access UC Berkeley's Garner (Main) Stacks, you must complete an online request form [here](#) **BEFORE** the day of you visit. **If you plan to visit on a Sunday, the form must be filled out before 2pm the preceding Friday.** If your request is approved, you will receive your pass as an email attachment. You must print this out **BEFORE** coming to the UC Berkeley campus. Interested students can view the UC Berkeley online Italian Studies guide [here](#). Please note that all guests this year can get Wi-Fi anywhere on campus (for more information, please visit <http://ist.berkeley.edu/airbears/calvisitor>).



IMPORTANT NOTES FOR FACULTY

- The Italian School Faculty Office is located in Orchard Meadow Hall 180 and is equipped with two computers for the exclusive use of faculty. A printer and a photocopier are also located in the faculty office. The room is open 24-7 but you will need your Middlebury at Mills ID access card to enter. Please make sure the door fully closes behind you (to avoid the annoying alarm that will sound if it is not).
- Though most course materials should be online or part of texts purchased in the Mills bookstore, all faculty have been assigned a PIN to allow use of the Italian School photocopier located in the faculty office. Each professor's account allows for a maximum of 100 copies.
- Italian School faculty wishing to use the office shared car may reserve it during time slots not needed for official school business. **Faculty drivers of the shared car are responsible for any damage, fines, or gasoline used during their trip.** Faculty making a shared car reservation for the first time must present a valid US or International driver's license and sign several forms at the Italian School front desk. For insurance reasons, **students are not permitted to drive the school car.** Reservation requests will be honored on a first come, first serve basis. The Italian School reserves the right to cancel a faculty reservation at any time should an urgent school business matter arise.

FINE